



## University of Connecticut | STAMPS Leadership Award

STAMPS Leadership Awardees are eligible to apply for \$3000 per academic year for Enrichment activities during their four years of enrollment at the University of Connecticut. Un-used funds from the previous year will be carried over. The Enrichment Award is to help students participate in educationally- and/or professionally- enriching activities that might not otherwise be possible without the enrichment award funds.

### HOW CAN YOU USE YOUR AWARD?

Acceptable uses for the enrichment award funds include:

1. Study Abroad. Students may use the award for travel and foreign room and board.
2. Unpaid or low-paying internships. Students may use award funds to cover living costs (room and board away from home/school address) and other expenses (travel, for example) incurred during internships. For low-paying internships award funds may only be used to cover expenses exceeding the internship salary.
3. Summer research. Students may use award funds to cover costs associated with their research projects (e.g. supplies and/or consumables in the laboratory, printing and copying, etc.) as well as living costs (room and board away from home address) and other expenses (travel, for example) during the research experience.
4. Research during the academic year. Students may use award funds to cover costs associated with their research projects (e.g. supplies and/or consumables in the laboratory, printing and copying, travel to collections, etc.) Students may not receive funds for living expenses during the academic year.
5. Professional development. Students may use award funds to conduct field-work, travel for research purposes, and attend professional conferences or meetings. Students may receive approval for other professional development experiences as well – consult with Stamps Scholars Program Lead via contact information below).
6. Volunteer/Service Experience. Students may use their award to cover costs associated with **approved** volunteer or service activities.

### **PLEASE NOTE:**

1. *Enrichment award funds may not be used to cover UConn fee bill balances (tuition, fees, parking tickets, pharmacy charges, etc.) or course textbooks, lab fees, program costs and other course materials.*
2. *In addition, Enrichment Award funds cannot be used to cover tuition, program costs or fees that approximate tuition at other educational institutions or agencies.*
3. *Applications must be submitted **PRIOR** to the enrichment activity and may not be used retroactively for past experiences.*

**If you have any questions about the Enrichment Award funds, please contact LuAnn Saunders-Kanabay, Stamps Program Lead, at [luann.saunders-kanabay@uconn.edu](mailto:luann.saunders-kanabay@uconn.edu).**

## HOW DO YOU GET ACCESS TO YOUR AWARD?

1. Prepare your application materials and submit your application. We use an online application form to manage materials required for funding of your Enrichment Award. You'll find it helpful to assemble these materials **before** you start the online form:
  - a. *Contact Information for the enrichment program.* (Name and contact info of your supervisor, program coordinator, etc.)
  - b. *Validation from the proposed enrichment program* (e.g. a letter of acceptance to the program, letter of offer for an internship, letter from a research mentor, conference registration confirmation, etc.).
  - c. *Completed Budget sheet and Verification of costs indicated on budget sheet.* You can find the budget worksheet on the [STAMPS Scholars](#) website. Verification can include mileage and per diem calculations (current rates available at [travel.uconn.edu](http://travel.uconn.edu)), receipts, booking confirmations or quotes for travel arrangements, a budget sheet from the proposed program, rental contracts, etc. Generally, the more detail you can provide, the better!
  - d. The online application form is here: [https://quest.uconn.edu/prog/stamps\\_enrichment\\_award](https://quest.uconn.edu/prog/stamps_enrichment_award)
2. Applications must be submitted **BEFORE** the enrichment activity. They may not be submitted retroactively for past experiences.
3. Access your funds. Once the proposed enrichment experience is approved, Student Financial Aid Services will apply the award amount to your account. The award funding can vary depending upon the type and circumstances of your enrichment activity. You will receive an award letter with details about accessing your award.

### *Special instructions if you plan to use funds for international travel:*

Your safety is important to us. We will deny grant requests for countries with a Travel Warning in force, and may deny requests for countries with a public announcement in force.

Travel Warnings are issued when conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

If a grant request has been approved, and a subsequent Travel Warning or public announcement has been issued for the country(ies) to which you are traveling, we may cancel approval of the grant request and ask for a return of the awarded funds. Information on current travel warnings by the US Department of State may be found here:

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

### STAMPS Scholars Enrichment Award

John W. Rowe Center for Undergraduate Education 419

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Website: <http://honors.uconn.edu/stamps-scholarship/>



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### BUDGET WORKSHEET

*This worksheet is to help you organize your budget before submitting your request for an Enrichment Award.  
If you are requesting your Enrichment Award for Study Abroad, please use their online application.*

<i>Category/Item*</i>	<i>Explanation</i>	<i>Amount</i>
<b>Research</b>	<i>(Supplies and/or consumables in the lab, printing &amp; copying, travel to collections, etc.)</i>	
laboratory supplies/equipment		
mileage		
other		
<b>Professional Development</b>	<i>(Travel for research purposes or to attend pre-professional or academic conferences.)</i>	
mileage		
airfare		
hotel /room costs		
meals/board		
registration fees		
<b>Study Abroad</b>	<i>(Students may use the award funds ONLY for travel and foreign room and board.)</i>	
airfare		
room costs		
meals/board		
<b>Internship</b>	<i>(Items covered may include room, board, mileage/transportation, etc.)</i>	
mileage		
airfare		
hotel /room costs		
meals/board		
<b>Volunteer/Service Costs</b>	<i>(Costs associated with approved volunteer or UConn-sponsored service activities)</i>	
mileage		
airfare		
hotel /room costs		
meals/board		
<b>Total Enrichment Experience Cost</b>		
<b>Total Enrichment Award Amount Requested</b>		
<b>Funds from other sources</b>	Please list sources and amounts of funding you expect in addition to this award	
<b>*Documentation for each expense listed will be required within the Stamps Award Application</b>		



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***Important Caveats:***

*Your grant may be considered taxable income. Please refer to Internal Revenue Service Guidelines regarding scholarships and fellowships located at <http://www.irs.gov/pub/irs-pdf/p520.pdf> to learn if you need to include your award, or a portion of your award, on your income tax return. If your program is not for academic credit, please keep copies of your receipts for tax reporting purposes.*

*If for some reason you are unable to complete your Enrichment Activity as it was originally funded, you must contact the Office of National Scholarships & Fellowships within 2 weeks of the proposed start of the activity, and submit a revised project description. Failure to do so will result in referral to Financial Aid for recovery of the financial award.*